

# Travis County Courts

## E-Courtroom Quick Reference Guide

### ◆ **Getting Started - Source Selection**

- Use the document camera's INT-EXT button to toggle between three (3) possible input selections.
  - Input 1 – Document camera
  - Input 2 – PC (Lectern or Laptop) / TV / VCR / DVD
  - Input 3 – No device (blank screen)
- Selecting Input 2 on the document camera shifts source control to the *Viewsonic* video switcher, located on top of the lectern
- Use the *Viewsonic* video switcher's INPUT button to toggle between five (5) possible input selections.
  - Input 1 – PC (Lectern or Attorney Laptop)
  - Input 2 – Cable TV
  - Input 3 – Composite (VCR or DVD)
  - Input 4 – S-Video (DVD only)
  - Input 5 – Not used (blank / blue screen)

### ◆ **Connecting an Attorney Laptop PC**

- The PC selection is controlled by the *IOGEAR* Keyboard-Video-Mouse (KVM) switch, located above the *Viewsonic* switcher.
- To connect a Laptop PC for display, attach one of two provided monitor cables to the VGA port on your laptop. Then select the appropriate "Attorney Laptop PC" button, either 1 or 2, on the KVM switch.
- To connect a Laptop PC for audio output, connect an audio cable (not provided) to the audio connector labeled "Attorney PC Audio." Only one Attorney PC at a time may be connected to the audio connector.
- Set your laptop resolution to 1024 x 768. This resolution is supported by all the courtroom displays

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## E-Courtroom Troubleshooting Tips

### Document Camera

*What I presented on the document camera does not appear on any of the screens?*

- ◆ Ensure that the document camera power is on. The power button appears green when it is on.
- ◆ Verify that the document camera lens cap is removed.
- ◆ Verify that the source selection is set properly – Toggle the INT-EXT button on the document camera to the correct input. See the *Quick Reference Guide*, on the reverse, for details.

### VCR / DVD

*My VHS tape or DVD is not playing. What is the problem?*

**\*\*\* Please Use Lectern PC to play DVDs and other disk media \*\*\***

- ◆ Ensure that the combination DVD/VCR is powered on.
- ◆ Verify that you inserted the desired VHS tape or DVD into the DVD/VCR.
- ◆ Ensure that the DVD/VCR is set to DVD or VCR, as desired. There is a toggle button on the unit and on the remote control.
- ◆ Verify that the source selection is set properly on both the document camera and on the *Viewsonic* switcher. See the *Quick Reference Guide*, for details.

### Lectern PC

*The monitors are displaying something other than the Lectern PC. How do I switch to the Lectern PC?*

- ◆ Ensure that the Lectern PC workstation is powered on.
- ◆ If the system is currently displaying the document camera, then push the INT-EXT button on the document camera once to switch control to the *Viewsonic* switcher. If the Lectern PC is still not displayed, follow the next tip.
- ◆ If the system is currently displaying either cable TV, VCR, DVD or a blank blue screen, toggle the INPUT button on the *Viewsonic* to change selections. See the *Quick Reference Guide*, on the reverse, for details.

### Wall Display

*What I presented from the lectern shows up on the lectern and counsel monitors, but not on the Wall Display?*

- ◆ Ensure that the Wall Display is powered on and that the projector arm is extended. If the Wall Display is plugged in, but still appears off, verify that the main power switch (left corner, underneath) is turned on.
- ◆ Verify that the Wall Display's blue CAT5 cable is connected to the floor plate. The CAT5 cable looks like a large telephone cable.

### Attorney Laptop PC

*My laptop is connected to the KVM switch, but is not displaying on any of the monitors?*

- ◆ Ensure that you have properly connected the correct monitor cable to your laptop and that you have selected the appropriate "Attorney Laptop PC" button on the KVM switch.
- ◆ Verify that the source selection is set properly on both the document camera and on the *Viewsonic* switcher. See the *Quick Reference Guide*, for details.
- ◆ Confirm that you have adjusted your laptop to output to a second display (as you would with projectors).
- ◆ Ensure that the Lectern PC workstation is powered on. The KVM receives power from the Lectern PC.